

Contractor Guidelines

SITE CONDITIONS

1. Parking on site is limited. Construction workers must be mindful not to block the driveway at any time.
2. Eating, drinking or the presence of all forms of food and beverage is only permitted outside the building. We encourage the construction workers to use the table and chairs on our patio. However, we would appreciate a neat appearance while dining as this is our home, and please do clean up after yourselves.
3. Advance notice is required when noisy work is anticipated or when materials are to be transported to and from the site.
4. Welding and burning permits will be required when any open flame or arc is to be used.
5. If possible, contractors will have an area assigned for storage of tools for the duration of the project. The housekeeping in these areas must be of the highest standards, and these areas must also be properly secured when left unattended.
6. When working: proper hoses, barricades, guards and/or other temporary protection will be used as necessary, to protect people outside the construction area from harm. When using any wheelbarrow, dolly, etc. the right of way belongs to owners and visitors. Flooring, such as carpeting shall be protected from unusually heavy and dirty loads.
7. The contractor must advise the Project Manager of all large rubbish removal efforts to insure adequate dumpsters on site. Only one dumpster will be allowed at any one time.
8. Contractors will enter and exit the site through the construction entrance and will not haul debris through living areas without prior permission.
9. Contractor items (boxes, ladders, tools) etc. should be removed at the completion of the project. Any item left after the project completion will be considered abandoned after 10 days unless other arrangements are made.

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SAFETY

10. All Contractors are responsible for following generally accepted safety protocols as promulgated by the United States Department of Labor's, Occupational Safety and Health Administration (OSHA). Additional information can be found at <http://www.osha.gov>.
11. There is no smoking allowed on site. Smoking is permitted outside the construction area. All workers must abide by the established regulations.
12. An operating Fire Extinguisher must be on site at all times. In the event of fire, immediately notify 911, alert any individuals in the home to the danger. If possible use the fire extinguisher to try to extinguish the fire, if not clear the area.
13. Contractors are responsible for ensuring that all tools are in proper operating condition, in order to avoid injuries.
14. In the event of accidental injury, immediately notify 911, and then treat the injury as necessary until assistance arrives.
15. No gasoline or propane operated equipment will be allowed within the building without prior permission.
16. Contractors will not be permitted the use of any owner tools, materials or supplies.
17. Radio playing is not permitted on site without the express permission of the owner. At no time is any radio playing permitted to disturb the owner, and the owner retains the right to withdraw radio-playing permission.

SECURITY

18. All construction workers must be identified prior to commencement of the work.
19. Requests for workers to work after hours or on weekends at the site must be provided 24 hours in advance. Regular work hours are 7:00 am to 6:00 pm for contractors.
20. Project site security shall be the responsibility of the contractor.

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UTILITIES

21. Electrical power, water and gas services are available on site. Connection costs to the power, water and gas systems will be borne by the contractor. The Owner will pay for utility costs for power, water and gas. Unless other direction exists, any and all tapped services are to be returned to pre-construction condition upon project completion.

DEBRIS REMOVAL

22. All Contractors are required to return all removed devices, fixtures, panels and/or equipment to the Owner.
23. All debris will be removed from our premises daily. When this is not physically possible because of circumstances, at least flammable debris will be removed by whatever means necessary.
24. Deposit all food waste off site daily.

DELIVERIES

25. The Contractor will be responsible to schedule in advance all deliveries and notify the owner of such deliveries. Time estimates of truck unloading and or loading must be provided along with the arrival time. Project deliveries are permitted during normal site operating hours only. The Owner will not be responsible for deliveries. If required, other hours will be made available at a cost of \$60.00 per hour. The contractors designated representative must schedule deliveries. All material must be moved from the driveway area and stored within the project limits or other owner approved area.
26. The contractor will be responsible for moving the rubbish from the construction site to the dumpster using the contractor's labor and equipment. Efficiently fill the dumpsters to minimize required pickups.

PAYMENT PROCEDURE

27. Payments shall be submitted, shall be processed, and payments made, will be in accordance with the contract documents.
28. Contractors are required to submit payments using the provided payment application.